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GOVERNOR

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

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JOHNNY B. BRADBERRY
SECRETARY

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To Whom It May Concern:

As you may be aware, LADOTD will be implementing electronic bidding beginning with the January 25, 2006 letting. Representatives from Bid Express will be in Baton Rouge on November 29, 30 and December 1, 2005, to conduct contractor training. We have tentatively scheduled two classes per day at 8:30 a.m. and 1:30 p.m. each day.

It is very important that a representative of your company attend one of these training sessions. Please email an acceptance indicating your preference of date and time to Ms. Sharon Knight at sharonknight@dotd.louisiana.gov. Your company name and the name of the person that will attend should be included. We can guarantee only one person per company a position in the class at this time. If you would like more than one person to attend, please let Ms. Knight know and we will notify you if there are available slots. As soon as we receive your responses, we will begin to schedule exact times and locations for the classes. We will make every effort to accommodate your request.

Once again, please be aware that this training will be crucial to your company in the future as DOTD begins to move to this new direction for accepting bids.

If you have any questions or require further assistance, please do not hesitate to contact Ms. Sharon Knight at (225) 379-1111.

Sincerely,

John W. Oglesby
Project Control Engineer Administrator